


<b>Petroleum</b>	<b>Health, Safety &amp; Environment Management System</b>  <b>Petroleum Aviation Standard</b>	
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# PETROLEUM CSG


## HSE MANAGEMENT SYSTEM STANDARD

<b>PETROLEUM AVIATION STANDARD</b>
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<b>Petroleum HSEC Standard No:</b> PHSE-TS-10-01-PET	
<b>Reference:</b> HSE Management Standard 10 - Operations and Maintenance	
<b>Date:</b> September 2, 2008	<b>Revision:</b> 2
<b>Originator:</b> Joe Gross, BHP Billiton Petroleum Aviation GPL	
<b>Approver:</b> Dave Banks, Vice President HSE	Signature On File

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## 1.0 PURPOSE

The purpose of this standard is to provide additional clarification on Petroleum Aviation Safety requirements. This is not a stand alone document; it shall be used in conjunction with all BHP Billiton Corporate Aviation Policies, Procedures, and Standards, and especially the Aviation Standard Terms and Conditions.

## 2.0 SCOPE


This document applies to all BHP Billiton Petroleum aviation activities.

## 3.0 REFERENCES

This standard shall be used in conjunction with the following documents, all but one of which can be found on the BHPB Aviation Safety website:

- [Aviation Safety at BHP Billiton](#)
- BHP Billiton Aviation Standard Terms and Conditions
  - [0 – General and Contract](#)
  - [1 – Aircraft Charter](#)
  - [4 – Offshore](#)
- [BHP Billiton Aviation Policy](#)
- [BHP Billiton Aviation – Airline Guideline](#)
- [BHP Billiton Aviation Charter Standard](#)
- [Aircraft Management Guidelines](#)
- [P05 Aircraft Travel for Teams](#)
- [G39 Preferred Airlines](#)
- [BHP Helicopter Landing Officer Manual](#)
- [PF10.01 Petroleum HSE Aviation Variance Form](#)

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#### 4.0 DEFINITIONS

**BHP Billiton Approved** – Reviewed and approved by the Aviation GPL or designate.

**Petroleum Aviation GPL** – Petroleum Aviation Global Practice Leader or designate.

**Green Deck** – The Helideck is clear and all cranes are stowed with power off and operators out of the cab.

**Hostile Environment** – OGP defines hostile as follows:

“An environment in which a successful emergency landing cannot be assured, or the occupants of the helicopter cannot be adequately protected from the elements, or search and rescue response/capability cannot be provided consistent to the anticipated exposure”.

**HSAC** – Helicopter Safety Advisory Conference ([www.hsac.org](http://www.hsac.org)).

**IFR / IMC** – Instrument Flight Rules / Instrument Meteorological Conditions.

**Non-Hostile Environment** – OGP defines non-hostile as follows:

- a) “an environment in which a successful emergency landing can be reasonably assured;
- b) the occupants can be protected from the elements; and
- c) search and rescue response/capability is provided consistent with anticipated exposure”.

**Offshore Alternate** – For planning purposes prior to departure, an offshore facility capable of accommodating landing of the helicopter in-use, for the purpose of serving as an alternate site in order to meet minimum fuel requirements.

**OGP** – The International Association of Oil & Gas Producers ([www.ogp.org.uk](http://www.ogp.org.uk))

**Performance Class 1** – If an engine fails, the helicopter is able to land within the rejected takeoff area or to safely continue flight to an appropriate landing area.


**“Shall” or “Must”** – means a mandatory requirement.

**Should** – means a guideline which is strongly recommended.

**UK CAP 437** – A Document published by the UK Civil Aviation Authority entitled: “Offshore Helicopter Landing Areas – Guidance on Standards” ([www.caa.co.uk](http://www.caa.co.uk)).

**VFR / VMC** – Visual Flight Rules / Visual Meteorological Conditions.

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## 5.0 PROCEDURE(S)

### 5.1 General

#### ***5.1.1 Adherence to BHP Billiton Aviation Standard Terms and Conditions***

This standard shall not be used as a stand alone reference document; it shall be used in conjunction with all BHP Billiton Corporate Aviation Policies, Procedures, and Standards, and especially the Aviation Standard Terms and Conditions.

#### ***5.1.2 Regulatory Requirements***

Where local regulations exceed any part of this standard, the regulations shall take precedence. Questions pertaining to whether or not local regulations exceed BHP Billiton requirements should be referred to BHP Billiton Petroleum Aviation GPL.

#### ***5.1.3 Variances***

In circumstances where the requirements of this standard cannot be met, a Petroleum Aviation Variance Form must be completed and forwarded for review and approval by the BHP Billiton Petroleum Aviation GPL, VP HSE, and Division President prior to commencing operations.


#### ***5.1.4 Aviation Contracts***

The tender process and award of all contracts regarding the use of aircraft for long term charter shall require technical endorsement from the BHP Billiton Petroleum Aviation GPL to ensure the appropriate Standards and requirements are included.

#### ***5.1.5 Aircraft Operator Obligations***

Each aircraft operator providing services to BHP Billiton must have documented procedures in place to ensure that all of its personnel involved in scheduling and or flying BHP Billiton contracted aircraft know and agree to comply with all relevant BHP Billiton aviation procedures, standards and contract requirements.

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Each aircraft operator will establish controls to ensure that pilots, aircrew, maintenance and other ground personnel are fit for duty taking into account factors such as stress, physiological well being, fatigue, drugs, alcohol and medication. Such controls will contain but not be limited to clear instructions to personnel that they can stand down from duty without penalty if they consider themselves unfit for duty.

It shall be the responsibility of the Petroleum Aviation GPL to ensure these procedures and controls are in place during routine audits and field visits.

## **5.2 Offshore Facilities**

### ***5.2.1 Helideck Construction***

Helidecks on all new-build production facilities shall be built according to U.K. CAP 437 (Offshore Helicopter Landing Areas – Guidance on Standards). Deviations from these Standards are permitted only where local regulations require change and following review and approval by BHP Billiton Petroleum Aviation GPL.

In all cases, helidecks shall be built to accommodate the largest helicopter intended to serve the facility. Regardless of local regulations, the size of the **Load Bearing Area** (LBA) of the helideck shall not be less than the overall length of the largest helicopter intended to serve the facility. The overall length shall be equal to the distance between the tips of the main and tail rotor while turning.


### ***5.2.2 Helideck Inspections***

In addition to the requirements stated in the BHP Billiton Aviation Standard Terms and Conditions, Helidecks shall be inspected at least once per year and in accordance with a BHP Billiton Approved checklist.

### ***5.2.3 Fuel Installation Inspections***

In addition to the requirements stated in the BHP Billiton Aviation Standard Terms and Conditions, Helideck refueling installations shall be inspected at least once per year and in accordance with a BHP Billiton Approved checklist.

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#### **5.2.4 Helideck Crew**

In addition to the requirements stated in the BHP Billiton Aviation Standard Terms and Conditions, a trained helideck crew shall be provided aboard all manned offshore facilities. Unless otherwise prescribed by local regulations, the crew shall consist of at least one Helicopter Landing Officer (HLO), a sufficient number of trained Helideck Assistants, and a fire party sufficient to man all fire monitors and/or assist in rescue.

The facility Medic/Doctor should not normally perform the duties of the HLO. However, in the event the medic does perform the HLO duties, the facility shall have procedures in place that cover how the HLO will be replaced in the event of a real helicopter emergency that requires fulfilling their medic responsibilities and when not available to perform HLO duties if caring for a patient. The facility should conduct periodic response drills to test this scenario.

Each team member shall complete a BHP Billiton approved initial training program and receive recurrent training at least once every three years.

### **5.3 Aircraft Selection**

In addition to the requirements stated in the BHP Billiton Aviation Standard Terms and Conditions the following restrictions apply:

#### **5.3.1 Fixed Wing**


The use of single piston-engine airplanes is prohibited. Prior to the use of single turbine-engine airplanes, a Petroleum Aviation Variance Form shall be submitted and approved.

#### **5.3.2 Rotary Wing**

All BHP Billiton Petroleum operations shall be conducted using medium or heavy twin-engine helicopters capable of flying under Instrument Flight Rules (IFR) and crewed by two pilots.

Deviations from this requirement can be considered on a case-by-case basis and must be approved by both the BHP Billiton Petroleum Aviation GPL and the responsible Petroleum Division President.

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#### **5.4 Authority of Pilot-in-Command**

The pilot-in-command is responsible for compliance with all aviation regulations, specific BHP Billiton requirements and safety of the flight. For the avoidance of doubt BHP Billiton personnel have the authority to direct the pilot-in-command not to proceed with a flight if they feel safety may be compromised, however a representative of BHP Billiton cannot direct a pilot or aircraft operator to violate aviation regulations, BHP Billiton policies and standards, or override a safety decision not to fly made by the pilot-in-command.

#### **5.5 Pilot Flight and Duty Requirements**

The following Flight and Duty Time requirements are detailed in the BHP Billiton Aviation Standard Terms and Conditions, but have been included here for reference.

##### ***5.5.1 Flight Time***

- 8 hours in any 24 hour period
- 40 hours in any consecutive 7 day period
- 70 hours in any consecutive 14 day period
- 120 hours in any calendar month
- 1200 hours in any calendar year


##### ***5.5.2 Duty Time***

A duty period shall not normally exceed 12 hours and shall be followed by a rest period of at least 10 hours. One consecutive 24 hour period free of duty in every 7 days shall be observed.

Operations conducted in remote field locations on a touring or crew rotation basis may apply one period free of duty of at least 24 consecutive hours, 13 times within each consecutive 90 days and 3 times within each 30 consecutive days in lieu of the 24 hours free of duty in every 7 days.

In addition to the above requirements, for touring or crew rotation schedules, the duty day shall not exceed 14 hours.

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## 5.6 Night Flights

The following Night Flight requirements are detailed in the BHP Billiton Aviation Standard Terms and Conditions, but have been included here for reference.

Offshore crew change and routine flights shall be conducted during daylight hours only. In some situations, for example operations at very high latitudes where there are limited hours of daylight during winter months, routine night flying may be unavoidable. In such cases suitable night Search and Rescue capabilities shall be available and all flights shall be conducted under Instrument Flight Rules by pilots who meet night recency requirements.

Personnel Emergency and Medical Evacuation flights may be conducted at night. However such flights shall be conducted under Instrument Flight Rules by pilots who meet night recency requirements.

## 5.7 Training Requirements

The following training requirements are detailed in the BHP Billiton Aviation Standard Terms and Conditions, but have been included here for reference.


### ***5.7.1 Crew Resource Management Training***

All pilots shall undergo Cockpit Resource Management training at intervals not exceeding 2 years.

### ***5.7.2 Simulator Training***

All flight crewmembers assigned to IFR operations shall undergo annual procedural and line orientated flight training in a four axis (six preferable) type specific simulator where available. An approved synthetic flight training device representative of the aircraft type being flown may be used to satisfy the simulator training requirement where a type specific simulator is not available.

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**5.7.3 Helicopter Underwater Escape Training**

For offshore petroleum operations, all flight crewmembers and passengers shall complete a BHP Billiton approved Helicopter Underwater Escape Training (HUET) course that includes the use of a Modular Egress Training Simulator (METS) representative of the helicopter(s) used offshore at least every four years. Equivalent courses such as cold water or tropical Basic Offshore Induction and Emergency Training (BOSIET/ TBOSIET) are an acceptable alternative to HUET.

A list of BHP Billiton approved training can be found on the HSE Portal using the following link: [Approved HSE Training Providers](#).

**5.7.4 Helicopter Landing Officer Training**

All Helicopter Landing Officers shall attend a BHP Billiton Approved Helicopter Landing Officer (HLO) Course and receive recurrent training at least once every three years.

**5.7.5 Helideck Assistant Training**

All Helideck Assistants shall receive sufficient On the Job Training from a trained Helicopter Landing Officer, including regular participation in emergency drills.


**5.8 Multiple Helicopter Operations to Helidecks**

All operations requiring the landing of a second helicopter to an offshore helideck must first be approved by BHP Billiton Petroleum Aviation GPL.

**5.9 Fuel Reserves**

In addition to any holding or alternate destination fuel requirements, turbine aeroplanes and helicopters shall carry a fixed fuel reserve of 30 minutes at the normal cruise consumption rate plus a variable reserve of 10% of calculated trip fuel. Piston engine aeroplanes shall carry a fixed reserve of 45 minutes plus a variable reserve of 15%.

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For flights originating offshore to a land base, or for flights operated under IFR in either direction, the minimum fuel shall be governed by the local civil aviation regulations.

For all offshore operations, helicopters shall always carry at a minimum sufficient fuel to reach the offshore destination and return to a land-based location suitable for a run-on landing plus a minimum reserve limit of 20 minutes at normal cruise consumption rate.

### 5.10 Offshore Alternates

Approval to use any offshore installation as an intermediate fuel stop must be given by BHP Billiton Petroleum Aviation GPL and will only be granted after all other options have been considered.

### 5.11 Helicopter Refueling

Hot refueling is discouraged except under controlled conditions (e.g. offshore or at contractor base where trained refueling personnel provide fuel.)

Hot or cold refueling shall not be conducted with passengers onboard unless, in the opinion of the pilot in command, it presents greater danger to the passengers to disembark the helicopter than to stay onboard. In this case, passengers shall be fully briefed on emergency egress procedures prior to commencing refueling operations.


All occurrences of refueling with passengers onboard the helicopter shall be immediately reported to BHP Billiton Petroleum Aviation GPL with a full explanation of the rationale behind the decision to retain the passengers onboard.

Unless local operational requirements are greater, flight crewmembers shall take (or personally witness) a fuel sample from the delivery nozzle prior to and after each refueling operation at all offshore locations. The fuel shall be checked for color, clarity and contaminants, and tested for water using a BHP Billiton approved test kit.

### 5.12 Helicopter Performance

The following helicopter performance requirements are detailed in the BHP Billiton Aviation Standard Terms and Conditions, but have been included here for reference.

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All helicopters must be operated to provide enroute performance that guarantees a rate of climb of at least 200 feet per minute at the minimum safe operating altitude. This requirement applies to all single engine helicopters and one-engine out operations for twin engine helicopters.

Ideally, all medium and heavy twin-engine helicopters should be certified to Category A and operated to Performance Class 1 standards, which guarantees single engine takeoff and landing performance. However, this is not always practical or possible, especially on the deck of an offshore installation. The responsible Production Unit Manager, Project Director, Drilling Manager or GGO Project Manager shall be accountable for ensuring that takeoff and landing profiles are developed to minimize risk during these critical phases of flight and they are reviewed and approved by the BHP Billiton Petroleum Aviation GPL.


### 5.13 Passenger, Baggage, and Freight Weights

On **all** flights, actual passenger, baggage and freight weights shall be used. Standard passenger weights shall not be used unless specifically agreed by BHP Billiton Petroleum Aviation GPL in writing. Any exemptions do not absolve the operator from ensuring that loads are within limits, and from weighing passengers, baggage or cargo to ensure the aircraft remains within weight and balance limits.

In addition any bags weighing 50 lbs. (25 kg.) or greater shall include a tag indicating “Heavy” and marked with the actual weight as shown in the example below:



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#### 5.14 Cabin Baggage and Freight

The following requirements are detailed in the BHP Billiton Aviation Standard Terms and Conditions, but have been included here for reference.

Cabin baggage is **not** permitted and freight is to be kept to a minimum. Personal items such as a soft cover book or bound magazine (no newspapers allowed in helicopters) may be carried. However, briefcases and larger items that could potentially become projectiles must be stored in a secured baggage area.

All items of freight carried in the cabin must be adequately restrained and not block normal or emergency exits, or impede passenger access to those exits.

#### 5.15 Headgear

Wearing caps or other headgear in or around the helicopter is prohibited. This does not apply to flight crewmembers when manning their appropriate stations inside the aircraft; flight crewmembers conducting an aircraft inspection so long as the rotors are not turning; and anytime flight crewmembers are outside the aircraft wearing a cap underneath their communication headset.


#### 5.16 Use of Seatbelts

Passengers shall wear seatbelts at all times. Where upper torso restraints are available, their use is mandatory for all passengers and crewmembers. Seatbelt extensions are not authorized for seatbelts that include upper torso restraints.

#### 5.17 Life Jackets

In addition to the requirements stated in the BHP Billiton Aviation Standard Terms and Conditions, for Gulf of Mexico operations, passengers shall wear life jackets at all times during flight, including flights over land.

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## 6.0 RESPONSIBILITIES

The responsibilities stated below address requirements of this standard only, and are not all inclusive of the requirements detailed in the policies and guidelines referenced in Section 3.0.

### 6.1 BHP Billiton Petroleum Senior Line Manager

The responsible BHP Billiton Petroleum Senior Line Manager for the operation (Production Unit Manager, Project Director, Drilling Manager, or GGO Project Manager, as appropriate) is accountable for ensuring full compliance with the requirements of this standard.


### 6.2 BHP Billiton Petroleum Aviation GPL

- Provide guidance to BHP Billiton Petroleum personnel involved in aviation activities, to ensure they meet the requirements of this standard.
- Regularly review the content of this standard to ensure it continues to meet the desired objectives.
- Provide technical input to the tender and award process of all long term aviation charter contracts.
- Conduct periodic audits to ensure compliance with this standard.
- Functional authority for all aviation activities conducted by BHP Billiton Petroleum.

### 6.3 HSE Team Leaders

- Consult with BHP Billiton Petroleum Aviation GPL to ensure the requirements of this standard are met.
- Review all Petroleum Aviation Variance Forms and forward them to BHP Billiton Petroleum Aviation GPL.

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#### 6.4 Helicopter Landing Officer


- Complete a BHP Billiton approved HLO Course
- Ensure compliance with the BHP Helicopter Landing Officer Manual
- Ensure Helideck Assistants receive adequate training as required by this standard
- Ensure any installed refueling systems are in working order and the daily fuel checks have been completed and documented
- Inspect the helideck prior to arrival of the helicopter to ensure the helideck is clear of all obstructions and any debris and all cranes are stowed with power off and operators are out of the cab
- Maintain direct radio communication with the flight crew and report a “Green Deck” to the flight crew **ONLY** when the approaching aircraft is in sight **AND** after the flight crew has confirmed the identity of the offshore platform.

Note: The HLO shall remain in a safe location during take off and landing operations (an area/location unlikely to be impacted in the event of a helicopter incident) at the facility, prepared to respond as required in the event of an incident.

#### 6.5 Helideck Assistants

- Complete On the Job Training as required by this standard.
- Provide assistance to the HLO as directed.

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## 7.0 RECORDS

The following records are maintained to show objective evidence of compliance with this standard.

- Petroleum Aviation Variance Forms
- Training Records (maintained at the facility)
- Required Inspection Forms (maintained at the facility; copies reviewed and maintained by the Petroleum Aviation GPL)

## 8.0 UPDATES TO THIS DOCUMENT

This is a Petroleum HSE Controlled Document. Requests for updates to Petroleum HSE Controlled Documents shall be documented on the Petroleum HSE Document – Update Request Form and sent to the **Petroleum HSE Systems Support** email in the GAL.

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